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Applied for the post of Office Assistant

1 message

Usman Tahir Rasheed <utr1988@gmail.com> Wed, Dec 28, 2022 at 11:52 AM
To: "jobswbproject@gmail.com" <jobswbproject@gmail.com>

Cover Letter
Dear Sir/Madam,
It is with great enthusiasm that I write to you to apply for a suitable position in your esteemed organization. As a passionate candidate, I am sure my education and qualifications shall enable me to become a great asset to your firm.
I have cleared Bachelor of Science (General) , D.A.E. (Mechanical) program & Waiting for result of Msc Environment . I hold certificates in Occupational Health and Safety Assessment, AutoCAD, MS Office , Control of Work Standards and Golden Safety Rules, all from Maxtrain International, Karachi.
For the past 10 years, I have been working in a Different reputable organization Company in Karachi in the capacity of HSE Supervisor / Officer & Executive. During this time, I have been deployed to various project locations to monitor occupational health and safety issues of personnel and project sites. My project and personnel management skills are top-notch. I have a well-deserved reputation of having jobs done within time, while maintaining safe and reliable worksites. I am dedicated to providing the highest quality services at all times, and remain actively involved in overseeing and inspecting a site until the project is completed to the clients' satisfaction.
I would very much appreciate the opportunity of an interview. Thank you for your consideration and I look forward to speaking with you soon.
Yours faithfully,

Usman Tahir Rasheed

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USMAN TAHIR RASHEED

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PERSONAL PROFILE

An ambitious, energetic and hardworking professional. Have over 9 years of working experience in various positions at a civil / mechanical construction firm. Possess enthusiasm, drive and a positive attitude required to be successful in a competition-driven environment.

CAREER HISTORY

Lucky Landmark (Pvt.) Ltd. (The project of **Hyper Star Mall and high-rise Buildings**)
Safety Officer (2016 – Present)

Roles and Responsibility

- Develop the HSE plan, review & revise as required.
- Develop the risk assessment (HITRA) for all activities.
- Carry out safety audits and inspections
- Ensure the implementation of approved safety plan at site.
- Develop and conduct safety trainings.
- Develop safe working practices & procedures.
- Advise on potential improvements for the safety standard.
- Advise site management in all aspects and accomplish all tasks according to legal requirements.
- Responsible for giving instructions to safety officers / Supervisors.
- Preparation for the monthly safety committee meeting with all the subcontractors.
- Provide trainings (accident investigation, fire fighting, work at height, scaffolding, confined space, heavy lifting and first aids) to safety staff and construction supervisors/Engineers occasionally.
- Monitor and inspect all the activities during construction activities.
- Initiate necessary actions in order to correct hazardous conditions
- Investigation of all accidents, incidents and near misses.

MARATHON CONSTRUCTION COMPANY, Karachi
HSE Engineer *(2009 –2016)*

Performing assignments handed over by the Project Director or the higher management.

Roles and Responsibility

- Conducting orientation & craft-wise training program for awareness of company policy, general safety rules & working procedures.
- Assigning responsibilities & monitor performances of HSE Inspectors.

- Reviewing HSE procedure & checklist.
- Executing and managing training programs on awareness / general safety rules & safe work practices.
- Incident reporting, investigation and analysis feedback program Audit/Inspection with report preparation.
- Preparation of JSA/TRA & Work Permits.
- Checking appropriate usage and maintenance of protective equipment & evaluate its effectiveness.
- Ensuring arrangement of First Aid & safety Equipment at site.
- Prepare & Submit all safety requirement to company and consultant.
- Fire Prevention and protection plan.
- Emergency evaluation plan for work site & office area.
- Good understanding of Integrated Management System.
- Carrying out calibration of instruments.
- Checking equipment and vehicles for HSE purposes.
- Tracking and updating progress in works.
- Assigned additional responsibility to interpret, prepare (assessing criteria, terms & conditions, seeking clarifications) and submit tender/bid documents. Prepared tender documents for following major contracts:
    - OGDLC
    - Fauji Fertilizer
    - TransAsia Ltd.

Major Projects Undertaken

- HDD of canal crossing at Machigate HASCOL, Sheikhupura (March 2014-April 2014)
- HSE & QA/QC Engineer for United Energy Pakistan (UEP) Project (Dia 8" x 1.6Km Sohrab Deep-04 Flowline).

ACADEMIC

- University of Karachi
- Institute of Environmental Studies **(MSc. continuing)**

- SINDH UNIVERSITY, Jamshoro
  Bachelor of Science

- INDUS INSTITUTE OF TECHNICAL EDUCATION, Karachi
  Diploma of Associate Engineer (Mechanical)

- SIRAJUDAULLAH GOVERNMENT COLLEGE, Karachi
  Pre-Engineering

- Seven Oaks High School, Karachi
  Science

PROFESSIONAL TRAININGS

- MAXTRAIN INTERNATIONAL, Karachi
  Hazard Identification & Task Risk Assessment (HITRA)

- EXPERT INSTITUTE, Karachi
  Certificate in AutoCAD training

- MAXTRAIN INTERNATIONAL, Karachi
  Certificate of Control of Work Standard and Golden Safety Rules

- MAXTRAIN INTERNATIONAL, Karachi
  Certificate of Advance Training in Health, Safety & Environment (OSHA)

- EXPERT INSTITUTE, Karachi
  Certificate in MS Office

IT SKILLS

Proficient at using Autocad, Microsoft Office programs, Internet browsing, and Windows OS.

REFERENCES

Will be furnished upon request